



**Tennessee Army National Guard
ACTIVE GUARD/RESERVE
(AGR) VACANCY
Announcement M07-078**



Office of the Adjutant General of Tennessee
AGR Office - Staffing
Houston Barracks, 3041 Sidco Drive
Nashville, TN 37204-1502

OPENING DATE: 03 Jul 07
CLOSING DATE: 03 Aug 07
CLEARANCE:

CLOSED TO FEMALES

LOCATION

DET 1 TRP B 1/278TH ACR

CITY

SPRINGFIELD

STATE

TN

POSITION TITLE

SUPPLY / ADMIN SERGEANT

**MUST POSSESS OR ACQUIRE
MOS WITHIN 12 MONTHS**

11B20

GRADE

E5

AREAS OF CONSIDERATION

FIRST: On-Board Army AGR
SECOND: All Other Tennessee Army National Guard Members
THIRD: All others eligible for membership in the Tennessee Army National Guard

DESCRIPTION OF DUTIES / RESPONSIBILITIES

Reviews and provides recommendations for the assignment and utilization of military personnel IAW MTOE, UMR and other authorized manning documents. Accomplishes, reviews a variety of military personnel transactions including enlistments, separations, promotions, duty assignments, transfers, security clearances, awards, retirements, extensions and conditional releases. Reviews, provides assistance to assigned soldiers w/ the completion of enlisted promotion packets and quality retention packets. Maintains a working knowledge of the automated systems to include RCAS, MILPO, IPERMS and UPS. Knowledgeable in pay regulations and procedures in order to submit pay documents, research pay discrepancies and process travel claims. Performs duties involving request, receipt, storage, issue, accountability and preservation of individual, organizational, installation and expendable supplies and equipment. Conducts supply inventories and maintains equipment on appropriate hand receipt documents. Reviews daily and monthly records of issues of petroleum products and operating supplies. Maintains the physical security program for the unit. Assist the supply sergeant as directed. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

ELIGIBILITY: Anyone may apply for this position. If not currently in an AGR status, to qualify for appointment individuals MUST MEET ALL initial eligibility requirements of AR 135-18 and NGR 600-5:

- Must be or become a member of the TENNESSEE Army National Guard prior to entering the AGR program
- Must be able to serve a minimum of three (3) years in an active duty status prior to completing 18 years of Active Federal Service (AFS) or reaching Mandatory Removal Date (MRD) whichever is earlier.
- Must meet medical standards prescribed in Chapter 3 of AR 40-501.
- Must meet physical standards prescribed in AR 600-9.
- Must have sufficient time remaining on current enlistment to complete an initial (3) year tour.
- Must Not be entitled to Military Retired Pay. (Waivable by The Secretary of the Army)
- Must Not be a candidate for or holding an elected Civil office or engaged in partisan political activities.
- Must Not be under a current Suspension of Favorable Personnel Actions (flag).
- Must Not have resigned from the AGR program or other military service in lieu of adverse action.
- Must Not have been separated from the AGR program or other military service for cause, unsuitability or unfitness.
- Individuals who were not selected for continuation in the AGR program are ineligible for selection.
- Must supply certificate in proof of an awarded MOS if the MOS is not listed on DA Form 2-1

CERTIFICATION REQUIREMENTS

Color discrimination of red/green. Correctable vision of 20/20 and 20/100.

PULHES REQUIREMENT

111221

PHYSICAL DEMAND

VERY HEAVY

REQUIRED SPECIALIZED EXPERIENCE

FORMAL TRAINING IS MANDATORY. MUST POSSESS MOS (11B) QUALIFICATION WITHIN ONE YEAR.

ADDITIONAL REQUIREMENT**APTITUDE REQUIREMENT**

CO 90

PREFERRED EXPERIENCE

AUTHORITY

Individual(s) selected will be ordered to Full-Time Duty (State) status under the authority of Title 32 USC, Section 502 (f).

HOW TO APPLY

SUBMIT THE FOLLOWING AS A MINIMUM:

- a. Signed NGB Form 34-1; Application for Active Guard Reserve Position (Oct 02 VERSION)
- b. DA Form 2-1/ ERB or ORB
- c. DD Form 2807-1 and DD Form 2808 (latest physical)
- d. Photograph in Class A Uniform, ACU's or BDU's (Polaroid's acceptable)
- e. Last 5 NCOERs or OERs (whichever is applicable)
- f. DA Form 705 (latest APFT Card)
- g. DD Form(s) 214 and NGB Form(s) 23 (all periods of active duty)
- h. Announcement Number at the top of page on NGB Form 34-1
- i. TN Form 0345 (current weight cert) / DA Form 5500 / 5501 (Body Fat Content Worksheet) if applicable

MAIL TO:

The Adjutant General, ATTN: JFHQ-AGR
P.O. Box 41502
3041 Sidco Drive
Nashville, TN 37204-1501

CONTACT US:

MSG Rosie Biggs

683-0646 (DSN)

615-313-0646(Commercial)

1. Applications must be mailed at applicants own expense.
2. Applications will not be returned.
3. Applicants are encouraged to call prior to closing date to ensure application was received.
4. FAXED APPLICATIONS WILL NOT BE ACCEPTED.

EQUAL OPPORTUNITY STATEMENT

The Tennessee National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.